



Ashtead and Leatherhead Probus - Fire Evacuation Procedure

The primary responsibility for evacuation lies with Tyrrell's Wood staff. Members should ensure their personal safety by following the guidance and procedures below.

If you see or suspect a fire, report the fact to a member of staff as long as they are visible or within calling distance, and it is safe for you to do so. Do not attempt to extinguish the fire yourself. If you can see an alarm nearby, use it to alert the building, but do not go looking for staff, alarm points or extinguishers. If the alarms sound, and you are not in immediate and visible danger, *and* you can see the nearest fire exit, consider remaining in your seat in case it is a false alarm. However, *if in any doubt*, exit the building by the nearest, safe exit. There are three exit points from the Keswick Room.

1. through the fire doors located at the back of the room onto the Terrace.
2. through the fire doors in the bay window facing the practice nets.
3. through the door to the facilities.

If you are in another room, leave via a visible fire exit, otherwise make your way with care to either the front door or the fire exits in the Keswick Room. In all cases, please make your way to the 'Assembly Point' clearly marked on the fence at the far side of the main car park. Do not attempt to collect coats from the lobby unless specifically advised that it is safe to do so.

The Secretary or Membership Secretary will be at the Assembly Point with the attendance Register and will be taking names to ensure all have safely exited the building. Please contact him as soon as possible after leaving the building so as not to impede completion of the evacuation process. Most importantly, do not leave the area without having checked in at the Assembly point, as a failure to report in may hamper the work of TW staff and the emergency services.

If practicable and safe, any wheelchair-bound member will be assisted and guided by staff through the wheelchair accessible exit but should still check in at the Assembly point. If that exit is not available all reasonable assistance will be given by TW staff to assist the member to leave via a different exit.

The Secretary/Membership Secretary will inform the appropriate staff members/emergency services of those checked in and any who have failed to do so.